

PLANNING COMMISSION MEETING AGENDA AUGUST 6TH 2020 @ 7:00PM

- 1. CALL TO ORDER AND ROLL CALL
- 2. APPROVAL OF THE AGENDA
- 3. APPROVAL OF PAST MEETING MINUTES
 - a. JUNE 4th, 2020
- 4. PUBLIC HEARINGS
 - a. NONE
- 5. COMMUNICATIONS

a. EDA MEETING MINUTES
 b. EDA MEETING MINUTES
 c. EDA MEETING MINUTES
 JUNE 2nd, 2020
 JUNE 8th, 2020

6. NEW BUSINESS

- a. NEW PLANNING & ZONING ADMINISTRATOR, TIMOTHY SCANLON-JOHNSON
 - i. INTRODUCTION OF COMMISSIONERS
 - ii. DISCUSSION OF COMMISSIONER'S REASONS FOR SERVING ON THE PLANNING COMMISSION AND VISION FOR THE FUTURE OF ARLINGTON
- b. DISCUSSION ON BUILDING PERMITS ETC
 - i. DISCUSSION OF THE CURRENT STATE OF BUILDING, LAND USE, ETC PERMITS IN THE CITY OF ARLINGTON
 - ii. BRAINSTORMING SESSION
 - HOW CAN THE PERMITTING PROCESS CAN BE IMPROVED / SIMPLIFIED?
 a. WHAT CAN WE FIND IN THE ZONING CODE?
 - 2. HOW CAN WE ENSURE BETTER RECORDS ARE BEING KEPT?

7. UNFINISHED BUSINESS

- a. DISCUSSION ON UPDATES TO COMPREHENSIVE PLAN
 - i. COMMISSIONER'S GOALS FOR THE COMPREHENSIVE PLAN UPDATE
 - ii. COMMISSIONER'S TAKE AWAY FROM REVIEWING THE COMPREHENSIVE PLAN UP TO THIS POINT [CHAPTERS 1 THRU 5]
- b. UPDATE ON SIWEK AND THE SENECA TRAILER PARK
- c. UPDATE OF R3 SUBDIVISION IN ARLINGTON MEADOWS

8. REVIEW BUILDING PERMIT REPORTS

- a. MAY 2020
- b. JUNE 2020

9. EDUCATIONAL INFORMATION

- a. FORM BASED CODE
 - i. A CONCEPT TO LOOK INTO?
 - ii. https://courses.planetizen.com/track/form-based-codes

10. OTHER/UPDATES

11. ADJOURNMENT



ARLINGTON PLANNING COMMISSION

Date: June 4, 2020. 7 PM

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Meeting ID: 149 718 5828

1. Call to Order – the meeting was called to order by Chairperson Nuesse at 7:00 PM.

Members Present: Janet Deno, Brandon Brinkman, Jennifer Nuesse, Michelle

Battcher, Darnell Halverson, Joe Prasad

Members Absent: Jim Carlson

Staff Present: Michael Kedrowski Planning and Zoning Admin, Administrator Amy Newsom,

Mayor Rich Nagel

Guests Present: John Behnke, Dave Siwek

- 2. All stood for the Pledge of Allegiance.
- 3. Approval of Agenda motion by Halverson, second by Prasad, Motion carries.
- 4. Approval of Meeting Minutes
 - a. May 7, 2020 motion by Battcher, second by Deno, Motion carries.
- 5. Public Hearings
 - a. None
- 6. Communications
 - a. EDA Minutes April 13, 2020 the EDA Minutes were included as a communication between committees.
- 7. New Business.
 - a. Council Update: Outdoor Seating for Restaurants and Bars

A temporary ordinance will be put in place to replace the permanent one, in which alcohol is not allowed outside of the establishment. This is so restaurants and bars can allow for outdoor dining until the restrictions from the Governor's executive order was put in place. It was questioned as to what steps businesses would be taking to comply with the new ordinance, as well as liability. There are still going to be guidelines in place and businesses must adhere to requirements and make sure that if they are serving alcohol outside their doors, that their insurance policy covers them. Morgan motioned to

suspend the ordinance to just one reading, Battcher seconded. (so immediate action could be taken). It was discussed afterward, and a few suggested changes were made, and the resolution was acted upon later in the meeting. 4 votes for, none opposed, the resolution was adopted.

b. Discussion: Orderly Annexation Agreement

The latest orderly annexation agreement has expired, so the process for a new agreement will have to begin. Kedrowski met with Ross last week, May 28 and received information and the materials provided in the pertaining to the previous orderly annexation agreement. An orderly annexation agreement is a binding contract upon all parties to the agreement and is enforceable in the district court in the county in which desired land is allocated. The committee discussed possible steps to get an agreement arranged in the future. Mayor Nagel was on the line to inform the committee about the previous agreement which expired in 2018. The agreement that was begun was having issues finding common ground with the city. The city could possibly take back land if they really wished to, but it would not be an ideal situation. It was asked that Kedrowski researches the Sibley County land use agreements, to compare or have as an idea of what the land use practices could be.

8. Unfinished Business

a. Discussion on updates to Comprehensive Plan: Chapter 5, Housing

Kedrowski included his revisions to chapter 5, land use from the comprehensive plan. A lot of what needed to change with this chapter were more so updates to the statistics as they are from back in 2008 and 2014 is the last time it was revised. The Committee questioned when updates could be made, and hopefully the census could be the source used to update the census.

b. Update about Siwek and the Seneca Trailer Park

At the end of the City Council meeting it was addressed by Mayor Nagel and members of council to take some sort of action on the inhabitants of the trailers at the former Seneca facility. There have been comments from residents about individuals residing there once again. This is due to an agreement in which we have already talked about once, but now there has been some updates presented by Seneca. Originally Mayor and Council asked for the eviction of these residents but have since then rescinded the motion and wish to have more information. The Committee reviewed an agreement from 1990, 1992 and 2003 which accounted for only about half of the trailers in the park. Administrator Newsom was in attendance informing the Committee on the previous agreements between the City and County as well as detailing information received from the league of Minnesota Cities. Dave Siwek and John Behnke were in attendance to talk about the matter. A conditional use permit was discussed, but Siwek was advised not to do so and believes that with his agreement with Seneca it is not necessary. A conditional use permit was granted through the city because the land/property was not annexed into the city yet. It was planning and zoning's wish to have something set up in which allows for the continued use to be registered with the city. It was discussed to possibly have a special hearing to approve or deny an interim use permit, but Siwek wishes to not do so as he does not think it is necessary as the property is grandfathered in for its current use.

c. Update of R3 subdivision in Arlington Meadows

From Siwek this past week, Siwek plans to divide the parcel into 2 lots split basically down the middle. The idea would be to build 2 houses closer to the division allowing for future possible additional lot splits. The cost to make it into 4 lots excide the value of the lots. I will be in touch with him as updates happen as we will need to rezone this property to R1 instead of R3. John Behnke his realtor was in attendance and was questioned on the matter of their time frame for rezoning and marketing the lots. The Committee discussed several viable uses with Siwek and hope to work with him to get some rental units there.

- 9. Review Building Permit Reports
 - a. May 2020
- 10. Educational Information
 - a. Continue reading comprehensive plan: Next topic Transportation
- 11. Other/Updates
- 12. Adjournment Motion by Deno to adjourn at 8:23 second by Halverson, motion carried.



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES MONDAY, May 11 @ 5:30 P.M.

Arlington Community Center - Council Chambers

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Meeting ID: 149 770 1964

International numbers available: https://meetings.ringcentral.com/teleconference

1. Call to order – the meeting was called to order by President Dean Bergersen at 5:36 pm.

Present: By RingCentral – Tim Kloeckl, Laura Gilman, Larry Sorenson, Rich Nagel. In person: Kurt Menk,

Howard Brinkman, Tom Hatlestad, Tony Hoff

Staff present: EDA Director Amy Newsom, P&Z Administrator Michael Kedrowski

- 2. Pledge of allegiance all stood for the pledge
- 3. Approval of agenda Motion by Brinkman, second by Hatlestad
- 4. Public hearing regular meeting closed; public hearing began at 5:38 pm

No members of the public in attendance for the hearing

Hearing with Tony Hoff – Tony was in attendance for the public hearing to address the Committee with any questions they may have in respect to the situation. There have been question in relation to past judgements. Hoff stated that he has since then had no issues. It was asked to have a letter or commitment with an agreement for funding of the building/project. It was not provided at the time of the meeting. There is not much of a profit in late years due to the growth of his business, it is a steady flow in response to work and projects.

The committee considered options of looking at past tax statements and history with the business to assist with the process to make the agreement more comfortable among the EDA.

Public hearing adjourns 5:50 PM Regular meeting resumes at 5:51 PM

- 5. Approve/deny the purchase agreement: The EDA Committee discussed the idea of Hoff's finances in relation to not having a letter of financing as agreed upon previously. Upon much discussion among the committee. Hatlestad motioned to table the purchase agreement and development agreement be put on hold until Hoff provided tax return info for 2018, provides a letter of financing, and pays off existing judgements within 20 days. Seconded by Sorenson. Motion carried.
- 6. Approve/deny development agreement with AJH Properties LLC the above also applied for the development agreement.
- 7. Approval of Minutes Sorenson motioned to approve the minutes, second by Hatlestad, motion carried.
- 8. Approval of Financial Reports Motion Kloekl, second Hatlestad. Motion carried.

9. New Business:

- A. Letter from Matt Johnson regarding Siduri Hops project There has been a decision to move on from Arlington with the uncertainty of the hops market for the next year. The land has been recorded back to the EDA and the money from the purchase will be refunded back to Carvel Ventures, LLC. The land has been leased out to a local farmer for the season at \$200 an acre. Options for the land after the havest season were discussed including the future buyer to provided information up front before moving along with the public hearing process if/when it gets there. This topic was used as a jumping point to discuss future marketing of this project as well as purchase agreements etc. in the future. There was consensus among the committee to market the property as soon as possible.
- B. Approve/Deny Resolution No. 06-2020 A RESOLUTION APPROVING THE TERMS OF THE LOAND UNDER THE SIGN LOAN PROGRAM TO ARLINGTON ANIMAL CLINIC LOCATED AT 402 WEST ALDEN Kloekl motioned, Menk seconded. Menk, Sorenson, Bergersen, Gilman, Hatlestad, Kloeckl, Brinkman in favor, none against. Motion carried.
- C. Discussion on request from Matt Nelson for City to assist with fire suppression The idea was brought up to have the city bond with Northland Drying on fire suppression for the building on their lot needing sprinklers. It was discussed and member of the Committee and assistance with grants will be provided but no bonding.
- D. Capital improvement budget requests Newsom brought the discussion as department head to discussion to see what members may like to see added to this year's CIP request. Land was discussed as a top priority and where to allocate funds. There was a consensus that not much can be done without the allocation of land.
- E. Discussion on trailer parks Seneca has had seasonal migrant workers from Glencoe there in summers, there is hopes that the city moves along with improving the site and continuing conversations about life after Seneca. Create a berm between and a possible CIP would allow for use through said previous agreement. Nothing is worded into place as to terms pf a previous agreement. Communication will be kept with Siwek in respect to what is next for that portion of his property. This topic was brought onto the EDA to assist with conversations moving forward with Planning and Zoning.

10. Old Business:

A. Marketing Ideas: A Choose Arlington grant needs to be closed out with some funds for an ad campaign or something else. Gilman brought up the idea of advertising Arlington as a great

- community to live and work, even if it means working from home. There have been several new homes in town as well as homes selling rather quickly.
- B. One Million Cups October 14, 2020. Gay Schott of One Million cups asked Arlington EDA to reconsider hosting even if via Zoom. Consensus of the group was still that Arlington will not host if meeting is held by Zoom.

11. Planning and zoning report

- Public Hearing 1- Amending the City of Arlington Comprehensive Plan & Land Use Map Pertaining to the "Old Nickel Property". Hoff was in attendance and addressed the Committee with details of his plans to purchase the Nickel Property. He has steaked the property out and began working on plans to bring water and electric to the site. The committee wished to hear from him about his businesses and future plans such as business hours and plans for the current tillable acres. Hoff explained he plans to contact the neighboring property owners to see what they would prefer to have between them as he stated he would like to be a good neighbor.
- Public Hearing 2 That the following section will be added to the City Code, Chapter 31, Zoning: section 29: restrictions on the residency of predatory offenders within city limits. Kedrowski was provided with the language by City Attorney Ross Arneson, there is currently a temporary order in place, it is wished to have this passed as a permanent ordinance in city code. It was reviewed by the Committee and recommended to be forwarded onto Council.
- The EDA minutes have now been added as a communications section of the planning and zoning agenda. They were happy to receive information on topics being discussed as economic development and planning go hand in hand.
- Approve/Deny changes to Zoning: Sign Ordinance Upon further research and reading through City Code, there is no need to make any changes as highlighted in the past. It was an oversight by Kedrowski that there is NO prohibitive language about signs in the B2 Central Business District hanging ir projecting out above the sidewalk if they are within guidelines
- The committee also discussed industrial park locations once again, as Kedrowski was looking for feedback on revival of previous research or new ideas. It was discussed that Kedrowski bring about the addition of land for an industrial park as Planning and Zoning's recommendation for their departmental capital improvement request.
- 11. EDA Director Update: 10 new lots were purchased, and building has begun. For next meeting include plat map or portion of land use/zoning map in the new Frenzel/high island creek addition as requested by members of the EDA.
- 12. Director and Board Comments Gilman voiced concerns over the Sibley County Sheriff's Office opening to the public and the message it was sending to the metro area while we are trying to sell our community.

13. Adjourn – Motion by Hatlestad to adjourn a	at 7:30 pm, second by Sorenson. Motion carried.
Amy Newsom, EDA Director	Dean Bergersen, EDA President



SPECIAL MEETING MINUTES TUESDAY, June 2 @ 5:30 P.M.

Arlington Community Center - Council Chambers

Join from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/1481014670

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Meeting ID: 148 101 4670

International numbers available: https://meetings.ringcentral.com/teleconference

- Call to Order Meeting called to order at 5:30 pm by President Dean Bergersen with the following present: Amy Newsom, Kurt Menk, Tom Hatlestad, and by RingCentral: Dean Bergersen, Tim Kloeckl, Larry Sorenson, Rich Nagel, Justin Horstman. Howard Brinkman arrived at 5:35 pm. Laura Gilman was absent.
- 2. Pledge of Allegiance All recited the Pledge of Allegiance.
- 3. Approval of Agenda Motion by Kloeckl to approve the agenda, second by Hatlestad. Motion carried.
- Approve/Deny Purchase Agreement with AJH Properties, LLC tabled from May 11 meeting Motion by Hatlestad, second by Sorenson to Deny Purchase Agreement with AJH Properties, LLC, second by Sorenson. Motion carried.
- Approve/Deny Development Agreement with AJH Properties, LLC tabled from May 11 meeting Motion by Bergersen to Deny the Development Agreement with AJH Properties, LLC, second by Kloeckl. Motion carried.
- 6. Discussion on Top Notch Construction Motion by Hatlestad to move forward with Top Notch Construction, second by Bergersen. Motion Carried. Public Hearing will be scheduled June 16 at 5:30 pm.

Top Notch Construction, Board can	• • •
7. Adjourn – Motion by Kloeckl to adjou	ırn at 5:50 pm, second by Menk. Motion carried.
EDA Director Amy Newsom	President Dean Bergersen

Discussion by Menk that he would like to see the Commercial Lots Policy changed include financial requirements. Consensus of the Board not to change the policy while in the middle of negotiating with



SPECIAL MEETING MINUTES TUESDAY, June 16 @ 5:30 PM

Arlington Community Center - Council Chambers

1. Call to Order – President Dean Bergersen called the meeting to order at 5:30 pm. Present: Kurt Menk, Larry Sorenson, Dean Bergersen, Tim Kloeck, Howard Brinkman

Absent: Tom Hatlestad, Laura Gilman

Staff Present: Amy Newsom - EDA Director Also Present: Justin Horstman, Charity Horstman

- 2. Pledge of Allegiance All stood for the Pledge of Allegiance.
- 3. Approval of Agenda Motion by Sorenson to approve the agenda, second by Kloeckl. Motion carried.
- 4. Public Hearing regarding sale of parcel 31.0874.000 to Top Notch Construction (Justin Horstman) Justin and Charity Horstman were present to discuss their building plans and number of employees.

They are proposing 5 FT employees, buying the land at \$10,000 under the City's Commercial Lots Policy, constructing a building valued at \$300,000 substantially completed by April 30, 2021 and completion by July 31, 2021.

- 5. Approve/Deny Purchase Agreement with Justin Horstman Motion by Kloeckl to approve the purchase agreement with Horstman, contingent on receiving the business balance sheet by June 18, second by Brinkman. Motion carried.
- 6. Approve/Deny Development Agreement with Justin Horstman Motion by Kloeck to approve the development agreement with Horstman, contingent on receiving the business balance sheet by June 18, second by Sorenson. Motion carried.
- 7. Adjourn Motion by Kloeck to adjourn at 5:59 pm, second by Brinkman. Motion carried.

EDA Director Amy Newsom	President Dean Bergersen

			MAY REPORT 2020				
PERMIT#	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	٧	ALUATION	PERMIT FEES
A2020- 47	KATHARINE LAMB	146 HENDERSON RD	RESIDENTIAL - REROOF	FREDIN CONSTRUCTION & REMODELING	\$	-	\$51.00
A2020- 48	JENNIFER GONZALEZ	416 E. ADAMS ST.	LAND USE - UTILITY SHED	NONE LISTED	\$	1,300.00	\$0.00
A2020- 49	JOEL SCHWIRTZ	501 HIGH ISLAND CIRCL	RESIDENTIAL - BASEMENT FINISH	NONE LISTED	\$	25,000.00	\$364.62
A2020- 50	CHARLES LEIGHTON	204 E. CLINTON ST.	RESIDENTIAL - REROOF	NONE LISTED	\$	2,400.00	\$51.00
A2020- 51	TARA SABAKO	702 HORSE SHOE DR.	RESIDENTIAL - REMODEL	NONE LISTED	\$	5,000.00	\$102.62
A2020- 52	JOEY & JULIANA WINTER	405 CIRCLE LANE	RESIDENTIAL - DECK	NONE LISTED	\$	3,000.00	\$76.42
A2020- 53	ROSS & CINDY BERG	LYNCH STREET	RESIDENTIAL - SINGLE FAMILY DWELLING	TRAVIS TUCHENHAGEN CONST. LLC	\$	400,000.00	\$2,606.37
A2020- 54	WADE & KIM SCHNEIDER	118 W. MAIN ST.	COMMERCIAL- DEMOLITION	NOLAN WEBER	\$	3,000.00	\$51.00
A2020- 55	JEREMY & JENNY LATZKE	108 E. BROOKS ST.	RESIDENTIAL - GARAGE	NONE LISTED	\$	28,100.00	\$394.35
A2020- 56	FRANCIS MEDINA	508 N. BROOKS ST.	LAND USE - FENCE	NONE LISTED	\$	1,600.00	\$0.00
A2020- 57	JOEL SCHWIRTZ	501 HIGH ISLAND CIRCL	LAND USE - FENCE	NONE LISTED	\$	500.00	\$0.00
A2020- 58	JERRY EVERSVILLER	505 CIRCLE LANE	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$	850.00	\$51.00
A2020- 59	CHARLES NEWBERRY	212 1ST AVE. NW	LAND USE - FENCE	NELSONS CONSTRUCTION LLC	\$	9,250.00	\$0.00
A2020- 60							
A2020- 61	BETTY MEFFERT	206 CLINTON AVE.	RESIDENTIAL - REROOF	MARK SOEFFKER CONST. LLC	\$	6,500.00	\$51.00
A2020- 62	BRENT & SARAH REIRSON	406 CREEKVIEW LN	RESIDENTIAL - DECK	NONE LISTED	\$	20,000.00	\$299.12
A2020- 63	JOHN W. HEATH	306 E. MAIN ST.	LAND USE - FENCE	ALL OUTDOORS	\$	-	\$25.00
A2020- 64	SAMUEL MALDONADO	503 W. BAKER ST.	RESIDENTIAL - REROOF	ATREAS LLC	\$	6,000.00	\$51.00
A2020- 65	JOHN DOTOLO	704 HORSESHOE DR.	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$	1,000.00	\$51.00
A2020- 66	VETERANS ON THE WATER	211 W. MAIN ST.	COMMERCIAL- BATHROOM & KITCHEN SIN	TRI-COUNTY WATER CONDITIONERS	\$	3,500.00	\$82.97
A2020- 67	WILLIAM R. THOMES	609 W. ALDEN ST.	LAND USE - PATIO/SIDEWALK	NONE LISTED	\$	-	\$0.00
A2020- 68	SUE WALKER	507 W. MAIN ST.	LAND USE - RAMP	TIM ROHWER	\$	3,000.00	\$0.00
A2020- 69	CURTIS ERICKSON	107 8TH AVE. SW.	RESIDENTIAL - STORAGE SHED	GRANDVIEW BUILDINGS	\$	15,000.00	\$233.62
TOTAL					\$	535,000.00	\$4,542.09

	JUNE REPORT 2020						
PERMIT #	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VA	LUATION	PERMIT FEES
A2020- 70	DAVID BUCK	505 W. ELGIN ST.	RESIDENTIAL - MECHANICAL A/C	Y-NOT PLUMBING & HEATING	\$	2,400.00	\$51.00
A2020- 71	PAT NIENABER	215 E. CLINTON ST.	RESIDENTIAL - MECHANICAL A/C	Y-NOT PLUMBING & HEATING	\$	2,500.00	\$51.00
A2020- 72	ADAM & SARAH COWELL	307 W. CHANDLER ST.	LAND USE - DRIVEWAY	STEVE TROCKE CONSTRUCTION	\$	1,900.00	\$0.00
A2020- 73	JEREL HOLLOWAY	211 E. MAIN ST.	RESIDENTIAL - ENTRY STEPS/SIDEWALK	NONE LISTED	\$	1,200.00	\$40.72
A2020- 74	KEVIN & RANDI TAAFE	212 W. ELGIN ST.	RESIDENTIAL - DETACHED GARAGE	NONE LISTED	\$	29,200.00	\$404.90
A2020- 75	MOLLY KICKER	201 E. DAYTON ST.	RESIDENTIAL - MECHANICAL FURNACE-A	PLUMBING & HEATING BY CRAIG	\$	13,100.00	\$102.00
A2020- 76	BARB MEYERS	105 W. BROOKS ST.	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$	1,100.00	\$51.00
A2020- 77	ST. MARY'S CHURCH	504 7TH AVE. NW	COMMERCIAL- REROOF	VOS CONSTRUCTION, INC.	\$	45,000.00	\$556.42
A2020- 78	MILLER HOMES LLC	800 PONDVIEW DR.	RESIDENTIAL - SINGLE FAMILY DWELLING	PEKA HOMES LLC	\$	170,000.00	\$1,332.17
A2020- 79	DAN THOELE	401 CIRCLE LANE	RESIDENTIAL - REROOF	HEYN BROTHERS CONSTRUCTION	\$	10,000.00	\$51.00
A2020- 80	LEON/KELLI WESTPHAL	611 W. MAIN ST.	RESIDENTIAL - MECHANICAL A/C	Y-NOT PLUMBING & HEATING	\$	2,200.00	\$51.00
A2020- 81	MITCH WENTZLOFF	704 MARION DR.	RESIDENTIAL - MECHANICAL A/C	Y-NOT PLUMBING & HEATING	\$	2,500.00	\$51.00
A2020- 82	JESSE WERNER	411 W. ADAMS ST.	RESIDENTIAL - REROOF	SCHMIDT ROOFING, INC.	\$	7,500.00	\$51.00
A2020- 83	FILL-ME-UP	407 4TH AVENUE NE	LAND USE - SIGNAGE	NONE LISTED	\$	-	\$0.00
A2020- 84	NORTHLAND DRYING	100 HENDERSON ROAD	COMMERCIAL- ROOF OPENING/CURB	VOS CONSTRUCTION, INC.	\$	2,500.00	\$69.87
A2020- 85	STEPHANIE L. BORKA	402 E. MAIN ST.	LAND USE - FENCE	NONE LISTED	\$	-	\$0.00
TOTAL					\$	291,100.00	\$ 2,863.08